FEDMALL

Overview

FedMall stores information from Supplier Vendors, their respective Contracts, and provided Supplier Catalogs in the centralized FedMall Enterprise Database System (FEDS) that also stores the Master Catalog. To manage the Suppliers, Contracts, and Catalogs, FedMall provides a web-based interface for Supplier Assistance Managers (SAMs) and DLA Contracting Service Office (DCSO) Users.

The following figure illustrates the data relationships of Supplier Registrants (Users), their Companies, Company Contracts, and respective Catalogs. Supplier Management addresses the Suppliers and Contracts (within dashed lines) that are related by Commercial and Government Entity (CAGE) codes. Suppliers can be associated to one or more CAGE Codes. Each CAGE Code can be associated to one or more Company Contracts.
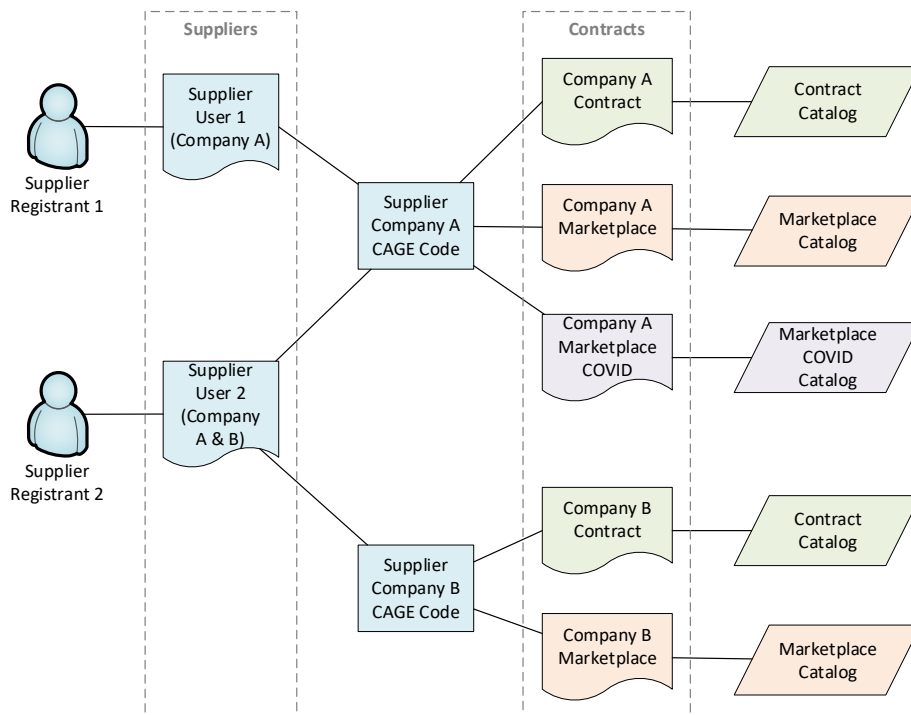
Accessing Contract & Supplier Management

The interface requires Users to have network accessibility and an assigned account. Contact the FedMall PMO through the DLA helpdesk to request an account and obtain information on network connection requirements. Accounts are supported for SAMs and DCSO Contracting Officers.

FEDMALL MASTER CATALOG

FedMall products are collected from commercial and government catalogs into a centralized database where they are merged into a Master Catalog, accessed by FedMall Users. The commercial catalogs are received from FedMall Portal which allows Suppliers to upload their respective catalogs containing products.

SUPPLIER REGISTRANT ACCOUNTS

When Suppliers (Users) register through Portal, FedMall creates account records to validate their authenticated identity and association to one or more companies. The registration process is automated and maintained by the FedMall Program Management Office.

A DCSO Contract starts with '**SP47W1***'. During Supplier Registration, the Delivery Order Configuration should be set to the following:

Order Delivery Configuration:
* Order Transmission Type: EDI
* ISA Receiver ID Qualifier: 12 - Phone
* ISA Receiver ID: 1234567890
* GS App Receiver Code: 0987654321

FEDS will automatically set the Contract to 850via511R.

ORDER ROUTING INFORMATION

Order Transmission Type*

850via511R

Verify Order Routing Information on the 'Contract Overview' page in FEDS.

SUPPLIER USERS

Supplier Users associate to one or more companies designated by a CAGE code validated against SAM.gov. FedMall allows one or more Supplier Users to access the same Company.
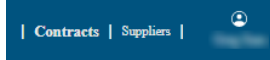
SUPPLIER CONTRACTS

Supplier Users can associate one or more Contracts to a Supplier Company. FedMall validates against EDA if the Contract is associated to the CAGE code.

FedMall

By logging in, the User acknowledges the 'Consent To Monitoring' statement located on the login page. Upon successful login, the User is directed, by default, to the Contracts page.
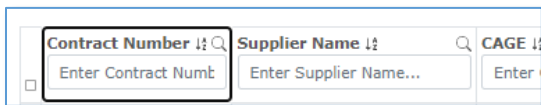
The page header provides links to contracts, suppliers, and the user profile. The profile icon in the header provides access to User identity information, interface settings, and a Logout link.

Contract & Supplier Lists

Common List Features

- Column headings contain a 'sort' feature.
- Magnifier icons on column headings will prompt the user to search a list of records. More than one column filter can be applied to further narrow results.

- Checkboxes allow for opening multiple records into tabs within the Interface.

- If no records are selected, the [Export All] button will download all records that are currently listed; this includes all record on all pages.
- A Status column informs if the Contract is enabled, in the process of archiving, or disabled.
- The results display (10) records per page with pagination links below the table.
- Links to Contracts Numbers or Supplier CAGE codes will open that record to View/Manage.

Contracts List

The Contracts list displays key contract fields including Contract Number, Supplier Name, CAGE codes, and Contract Start and End Dates. All fields in a row will open that Contract to the View/Manage Contract page.


Suppliers List

The Suppliers list displays key contract fields including Contract Number, Supplier Name, and CAGE code. All fields in a row will open that Supplier to the View/Manage Supplier page.
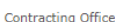

Contract & Supplier Forms

Common View/Manage Record Features

- The "back" icon (left of the page title) returns to the Contracts or Suppliers List. Sort, filter, and pagination options are not recalled.
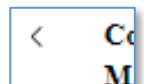
- Data that is displayed in Form Field boxes allow the User to edit the data. If the data is not in a field box, then the data cannot be edited.

Contract Number
GS02F0094X

Contracting Officer

Contract Start Date
2011-02-28

Contract Minimum Order
0

Contract Number
SP47W121D0009

Contracting Officer

Contract Start Date
2021-02-01

Contract Minimum Order
25

- The [Save] button will store the changes.
- The [Print] button will send a printer-friendly report including all the on-screen information.
- The [Export] button under the catalog tab will download the Contract Catalog in CSV format.
- All records contain Audit data that reports information on the record Creation date, Last Modification Date, and associated Users.

View/Manage Contract Record

This Contract Record includes information about the Contract, including sections for Mailing address, Order Routing, Contacts, Shipping destinations, and Corridors.

The PGP Certificate form element can be expanded to aid the User in viewing or editing the certificate information. To expand/contract, use the mouse to grab and drag the right-bottom corner of the form element.
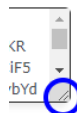
The State Selector provides a rapid method for selecting individual states or blocks of states/territories that are grouped in CONUS and OCONUS sections. Note, the CONUS/OCONUS option does not force the selected states. For example, CONUS=Yes can be combined with shipping to Hawaii.

The Form allows Users to associate more than one corridor as appropriate. When corridor changes are saved, FEDS will re-assign the contract-corridor relationships that will send updates to Commerce for ingest.

View/Manage Supplier Record

The Supplier record includes information about the Business, and a list of associated Contracts.

Recommendations

Contract End Date Triggers Archival Process

FedMall is designed to automatically remove Catalog Items for expired Contracts. This archive process cannot be stopped until it has completed. If the Contract End Date is on or after today, then FedMall has already initiated the process. Contracts will be disabled at the conclusion of the archive process. Contracts can be re-enabled by the supplier in Supplier Portal.

SAMs and DCSO Contracting Officers can manually archive contracts through FEDS UI. If a User needs to archive a contract, the User shall search for the contract they want to archive by clicking on the magnifying glass in the Contract Number column. This will prompt a search box to appear where the User can search for their contract. After locating the contract on FEDS UI, the User will select the contract bringing them to the Contract Overview page. From the Contract overview page, the User will click on the Yellow Archive Button then Click Archive again on the Modal Popup. Ensure that the contract status has been updated to Archiving and that the contract end date has been updated.

Contract Order Values Restrict Ordering

It is recommended that Contract Managers set accurate Min and Max Order Values to prevent Suppliers from receiving Orders that exceed either value.

FedMall is designed to prevent Buyers from placing orders against a contract that is less than the minimum Order value or greater than the maximum Order value. The Min and Max Order values are set at the discretion of the Contracting Officer. However, Orders placed when

the Min or Max values are incorrect may fail payment processing, order fulfillment, and/or contract auditing.

Contract Ceiling Can Prevent Order Failures

Recommend Contract Managers set accurate Contract Ceiling Values to prevent downstream Order rejections.